



U.S. Department of Justice

Federal Bureau of Investigation

*CALEA Implementation Section
Suite 300
14800 Conference Center Drive
Chantilly, VA 20151*

July 6, 1998

Enclosed you will find two copies of the Federal Bureau of Investigation's (FBI) Small Entity Compliance Guide (Guide) for the Communications Assistance for Law Enforcement Act (CALEA) Final Notice of Capacity. The FBI created this Guide in accordance with the Small Business Regulatory Enforcement Fairness Act (SBREFA) of 1996, Pub. L. 104-121, 110 Stat. 857 (1996), legislation enacted to minimize the impact of Federal regulation on small entities.

The Guide sets forth guidelines and procedures to facilitate small business compliance with the Final Notice of Capacity as required by section 104 of CALEA (47 U.S.C. § 1003). Contents of the Guide include explanations of the terms "actual" and "maximum" capacity, an overview of compliance guidelines and procedures, frequently asked questions, and a glossary of key terms and phrases.

The bound color copy of the Guide is for your retention. The black and white copy is for you to make copies for your membership, constituency, and/or clients. The Guide can also be found on the Internet on the FBI Web site (<http://www.fbi.gov/calea/calea1.htm>).

If you have any questions concerning the Guide and its content, please do not hesitate to contact me at (800) 551-0036 or (703) 814-4804.

Sincerely,

Rozanne R. Worrell
Supervisory Special Agent
Capacity Program Manager

Enclosures